

**e-STUDIO™ 4500c/5500c**

**FAST START**

# User Guide

Basic Copying

**TOSHIBA**  
COPY • FAX • PRINT



## **BASIC COPYING**

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- Placing Originals in the Auto Document Feeder**
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- Duplex Copying**
- Image Repeat**
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## □ Placing Originals on the Exposure Glass

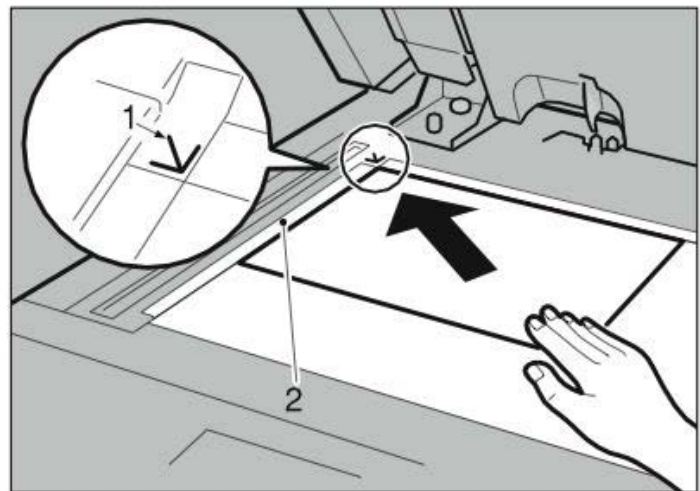
1. Lift the ADF.

**IMPORTANT:** Do not lift the ADF forcefully. Otherwise, the ADF cover might open or be damaged.

**NOTE:** Be sure to lift the ADF more than 30°. Otherwise, the size of the original might not be detected correctly.

2. Place the original face down on the exposure glass. It should be aligned with the left scale.

- 1: Positioning mark
- 2: Left scale



**NOTE:** Start with the first page to be copied.

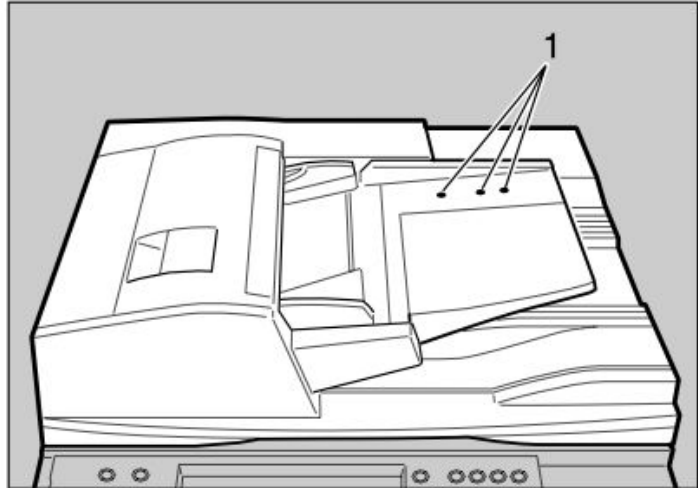
3. Lower the ADF.

## □ Placing Originals in the Auto Document Feeder

### NOTES:

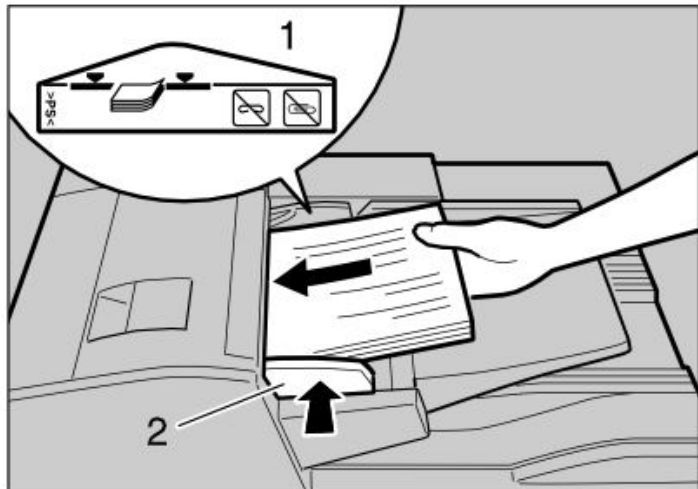
- Do not stack originals above the limit mark on the side guide of the ADF.
- The last page should be on the bottom.
- When you copy two-sided originals, both front and back sides of each original are scanned at once.
- Do not place objects on the sensors or cover them with your hands, or the original size may not be detected properly.

- 1: Sensors



1. Set the document guide to the original size.
2. Place the aligned originals face up into the ADF.

- 1: Limit mark
- 2: Document guide



### NOTES:

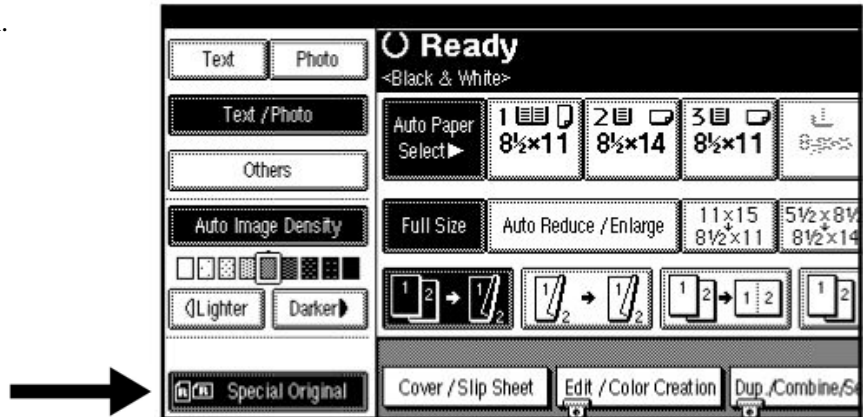
- Straighten any curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the originals before placing them in the ADF.
- Place the originals squarely.

## □ Placing Originals in the Auto Document Feeder (Cont'd.)

### Batch Mode

The Batch mode enables you to copy originals of more than 100 pages as a single document, even if you place the originals into the ADF in installments.

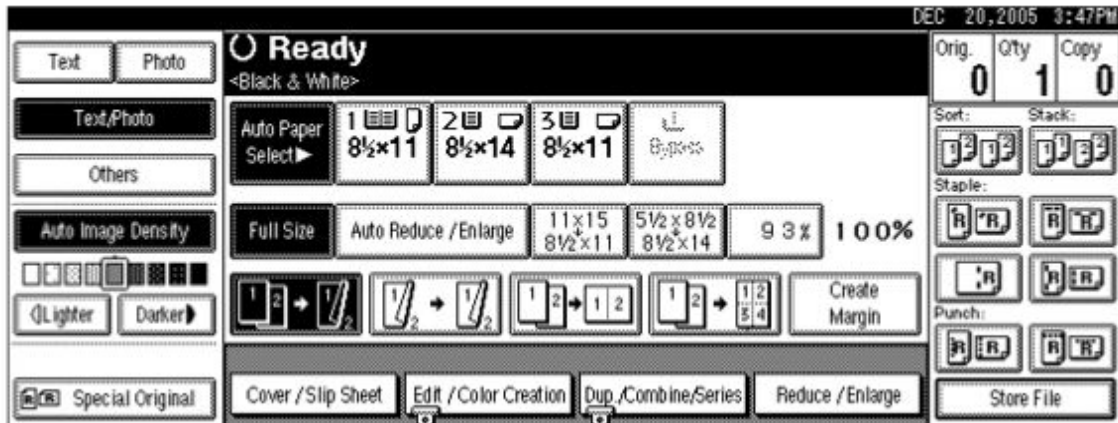
1. Press **Special Original**.



2. Press **Batch**, and then press **OK**.
3. Place the first installment of the originals, and press the **Start** key.
4. After the original has been fed, place the next installment.
5. Press the **Start** key.

## □ Basic Copying Procedure

1. Make sure **Ready** is shown on the display. If any other function is displayed, press the **Copy** key.



### • Initial copy display

2. Make sure no previous settings remain.

**NOTE:** When there are previous settings remaining, press the **Clear Modes** key before entering your settings.

3. Place the originals.

4. Make the necessary settings.

5. Enter the required number of copies using the number keys.

**NOTE:** The maximum copy quantity that can be set is between 1 and 999.

6. Press the **Start** key.

### NOTES:

- When placing originals on the exposure glass, press the **#** (enter) key after all the originals are scanned.
- Copies are delivered face down.

## □ Copying From the Bypass Tray

This section gives instructions for setting paper on the bypass tray. Use the bypass tray to print onto OHP transparencies, labels, thick paper, and envelopes that cannot be loaded in the paper tray.

### NOTES:

- When loading letterhead paper, pay attention to its orientation.
- Paper within the following dimensions can be set in the bypass tray:
  - Vertical: 100 - 305 mm (3.9 - 12.0 in.)
  - Horizontal: 148 - 457.2 mm (5.5 - 18.0 in.)
- Be sure to set the paper with the side you want to print facing down in the bypass tray.
- When loading OHP transparencies or thick paper in the bypass tray, make the paper setting using the control panel or printer driver.
- The number of sheets that can be loaded in the bypass tray depends on the paper type.
- Paper sizes fed from the bypass tray are output first sheet down, print side-up.

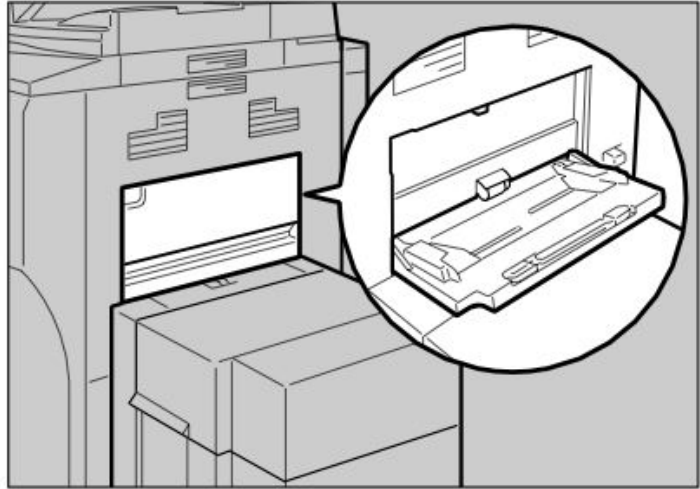
**LIMITATION:** The following functions are disabled when printing from the bypass tray:

- Duplex printing
- Auto Tray Select
- Auto Tray Switching
- Rotating Collate
- Staple (when the optional unit is installed)
- Punch (when the optional unit is installed)



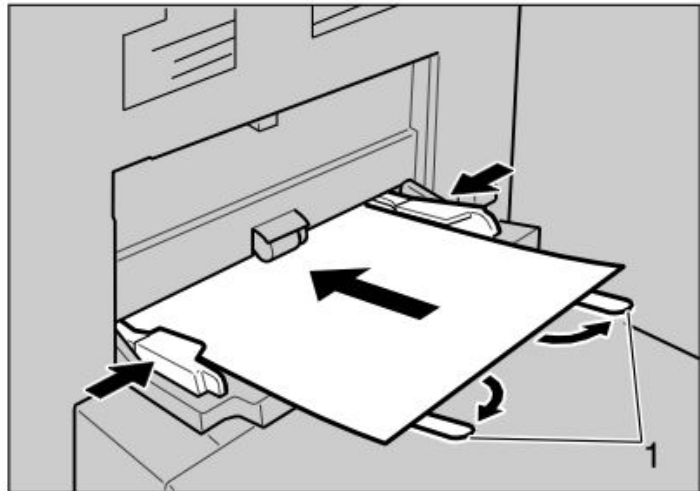
## □ Copying From the Bypass Tray (Cont'd.)

1. Open the bypass tray.



2. Insert the paper with the side you want to copy facing up, and align the paper guide to the paper size. Make sure the bypass tray is selected (highlighted) on the control panel.

- 1: Extender



**IMPORTANT:** If the guides are not flush against the copy paper, image skewing or misfeeds might occur.

### NOTES:

- Do not stack paper over the limit mark, otherwise image skewing or misfeeds might occur.
- Swing out the extender to support paper sizes larger than A4 or 8 1/2" x 11".
- Fan paper to avoid multi-sheet feeds.

## □ Copying From the Bypass Tray (Cont'd.)

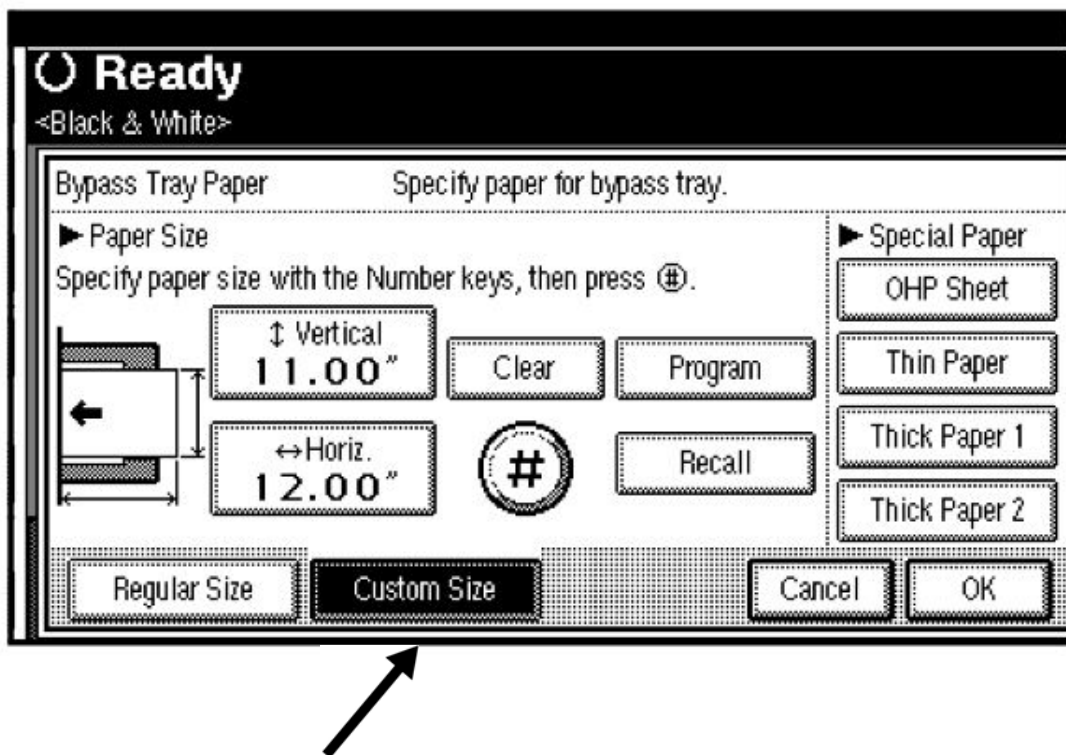
3. Select the paper type and size.

- **When Copying onto Standard Size Paper:**

1. Press the # (enter) key. The “Bypass Tray Paper” screen is displayed.
2. Press **Select Size**.
3. Select the paper size.
4. Press **OK** twice.

- **When Copying onto Custom Size Paper:**

1. Press the # (enter) key.
2. Press **Custom Size**.
3. Enter the vertical size of the paper using the number keys, and then press # (enter).



4. Enter the horizontal size of the paper using the number keys, and then press # (enter).

### NOTES:

- If **Horiz** is not highlighted, press **Horiz**.

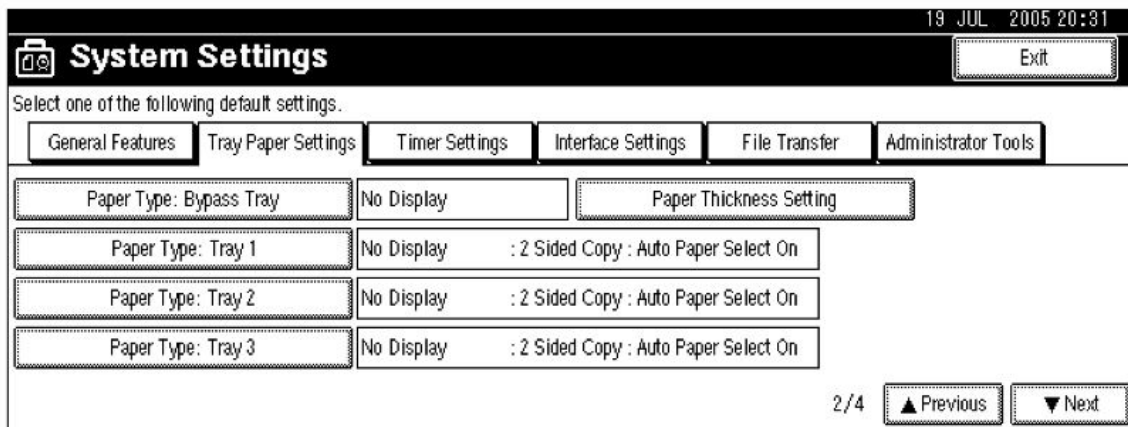
5. Press **OK**.

## □ Setting Thick Paper

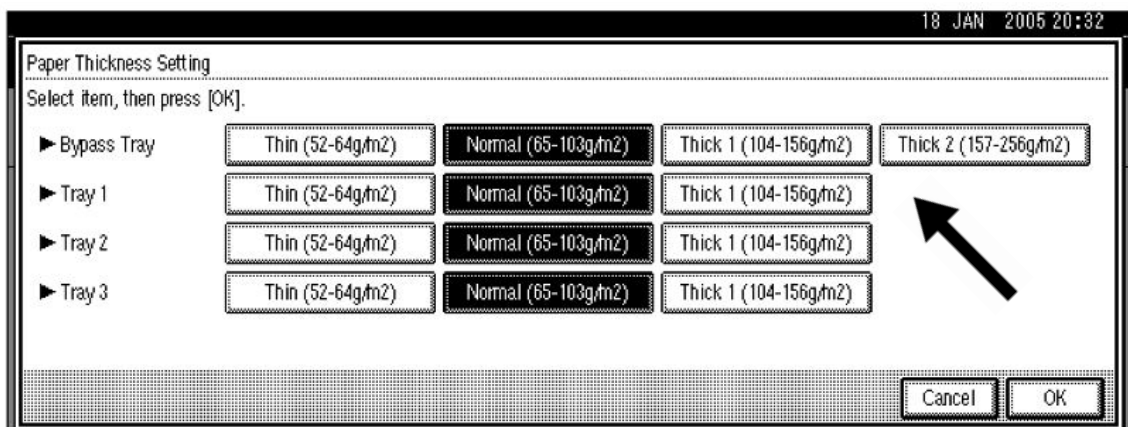
### NOTES:

- Paper settings can also be set using the printer driver. The following procedures are not necessary when setting paper sizes using the printer driver.
- Paper size settings set using the printer driver have priority over those set using the machine's display panel.
- When the printer driver is not used, make settings using the display panel.

1. Press the **User Tools/Counter** key on the control panel.
2. Press **System Settings**.
3. Press the **Tray Paper Settings** tab.
4. Press **Next** to scroll through the list.
5. Press **Paper Thickness Setting**.



6. Select **Thick1** or **Thick2**.

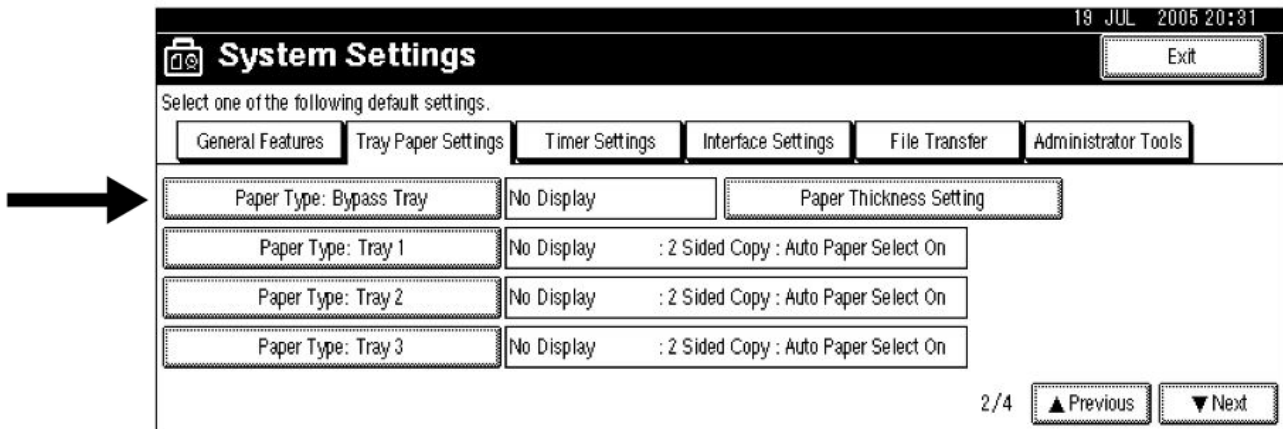


7. Press **OK**.
8. Press the **User Tools/Counter** key.

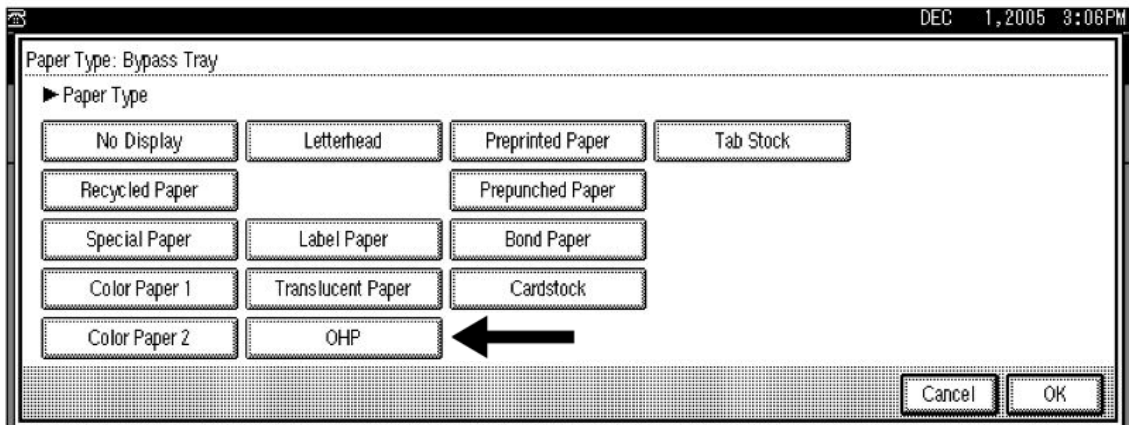
**NOTE:** The settings made will remain valid until they are reset again. After printing on thick paper, make sure to clear settings for the next user.

□ **Setting OHP Transparencies**

1. Press the **User Tools/Counter** key on the control panel.
2. Press **System Settings**.
3. Press the **Tray Paper Settings** tab.
4. Press **Next** to scroll through the list.
5. Press **Paper Type: Bypass Tray**.



6. Select **OHP** or **Translucent**.



7. Press **OK**. The paper type selected is displayed.

8. Press the **User Tools/Counter** key.

**NOTE:** The settings made will remain valid until they are reset again. After printing on OHP transparencies or thick paper, make sure to clear settings for the next user.

## □ Copying Onto Special Paper

1. Put special paper in the bypass; make sure Bypass is the selected source on the control panel. Press the # (enter) key.
2. Select paper type in “Special paper”.
3. Press **OK**.
4. Place the originals, and then press the **Start** key.

**NOTE:** When the Sort function is set, press the # (enter) key after all originals have been scanned.

5. When your copy job is finished, press the **Clear Modes** key to clear the settings.

## □ Copying Onto Envelopes

### NOTES:

- When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- When placing originals in the ADF, place the originals with the bottom line inserted in the ADF.
- When inserting envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.

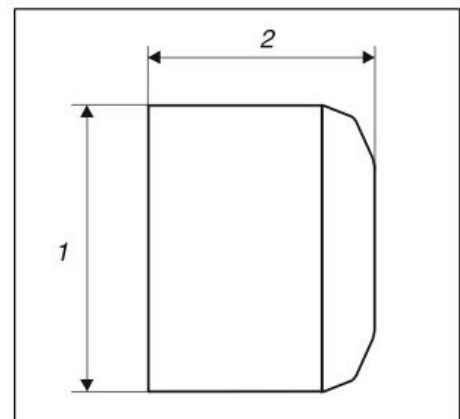
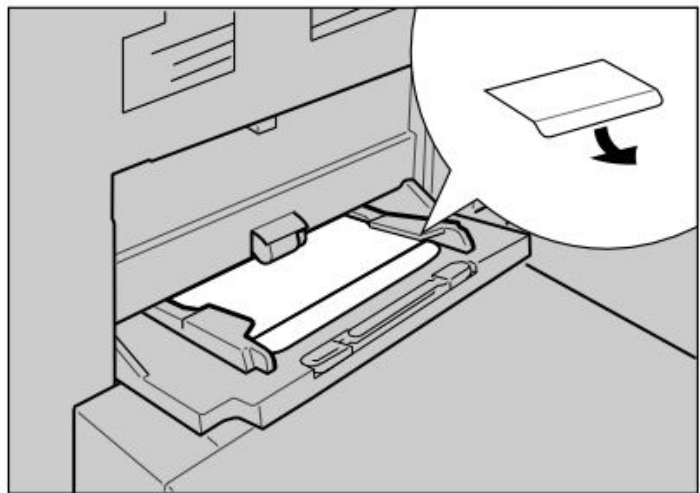
1. Open the bypass tray, and insert the envelopes with the side you want to copy face up.
2. Align paper guide to envelope sides.
3. Press the # (enter) key.
4. Press **Custom Size**.
5. Enter the vertical size of the envelope using the number keys, and then press # (enter).

6. When placing an original on the Enter the horizontal size of the envelope using the number keys, and then press # (enter).

**NOTE:** When entering the horizontal size for envelopes, include the opened-out flap in the measurement.

- 1: Vertical
- 2: Horizontal

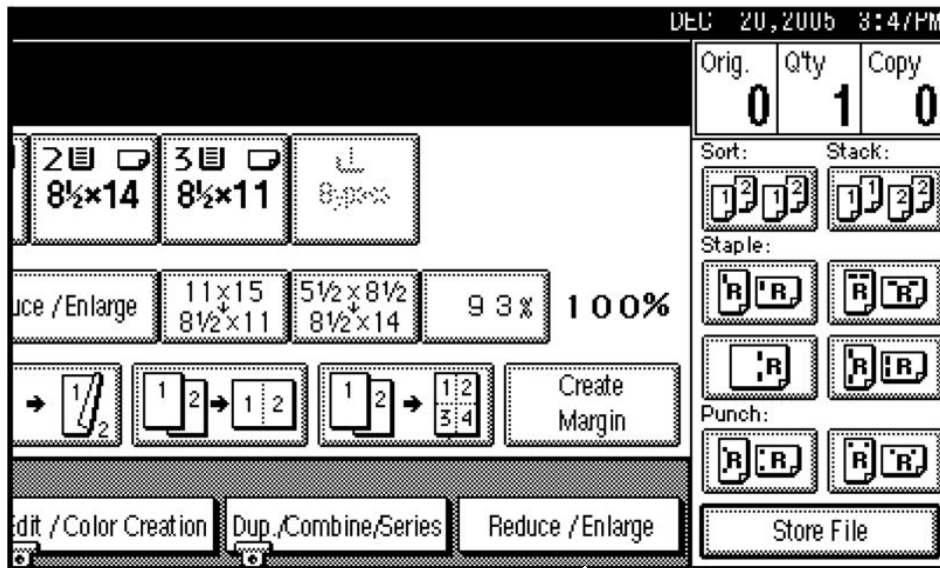
7. Select **Thick Paper 2** for the paper type.
8. Press **OK**.
9. Place the originals, and then press the **Start** key.
10. When your copy job is finished, press the **Clear Modes** key to clear the settings.





## □ Preset Reduction / Enlargement

1. Press **Reduce / Enlarge**.



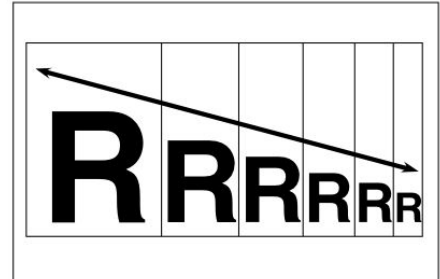
**NOTE:** To select a preset ratio on the initial display, press the shortcut Reduce / Enlarge key, and then proceed to step 4.

2. Press **Enlarge** or **Reduce**.
3. Select a ratio, and then press **OK**.
4. Place originals, and then press the **Start** key.

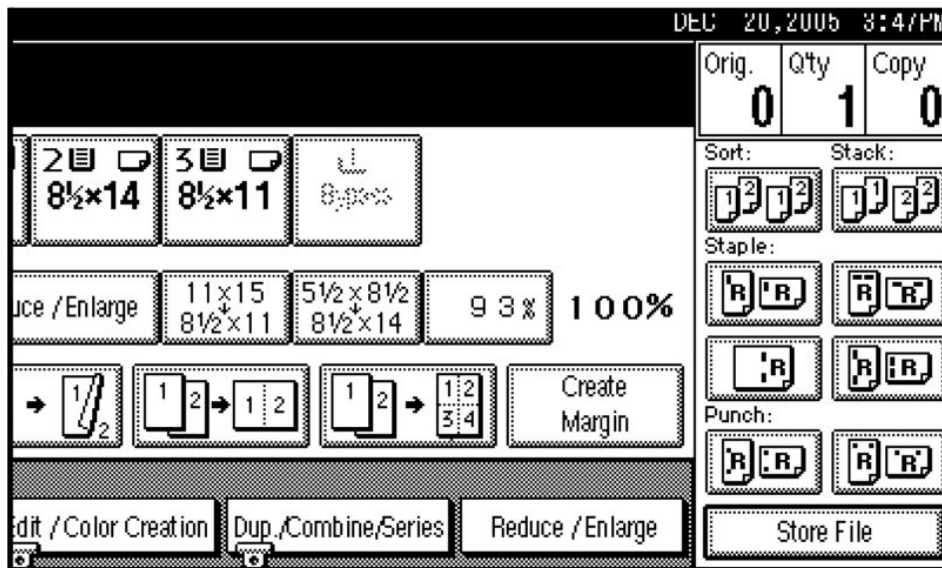
## □ Using the Zoom Function

You can change the reproduction ratio in increments of 1%.

**NOTE:** You can select a preset ratio close to the ratio using **Reduce** or **Enlarge**, and then adjust it further, using + or - .



1. Press **Reduce / Enlarge**.



2. Enter the ratio.

- **To Select the Ratio Using + and - .**

1. Select a preset ratio close to the ratio using **Reduce** or **Enlarge**.
2. Adjust the ratio further, using + or - .

**NOTES:**

- Pressing + or - changes the ratio in increments of 1%. Pressing and holding down + or - changes it in increments of 10%.
- If you have incorrectly entered the ratio, readjust it using + or - .

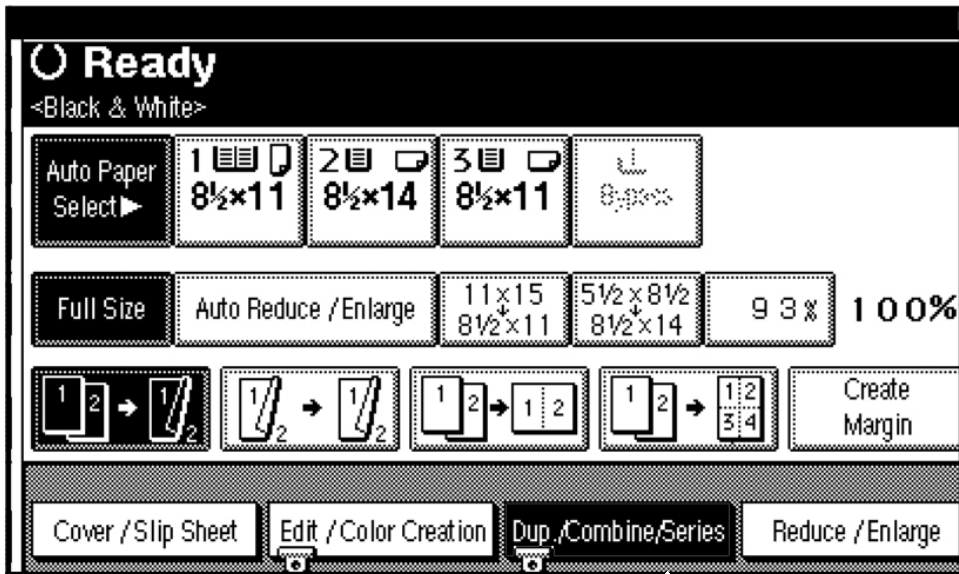
- **To Enter the Ratio Using the Number Keys:**

1. Press **Mag. Ratio**.
2. Enter the ratio using the number keys.
3. Press # (enter).
4. Press **OK**.

3. Note Place the originals, and then press the **Start** key.

## □ Duplex Copying

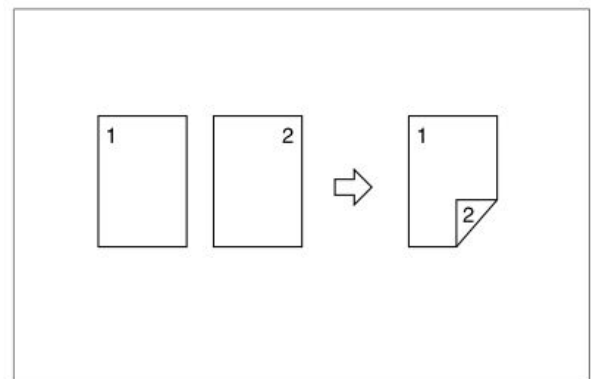
Duplex copying and orientation selection are done with the Dup./Combine/Series key.



There are two types of duplex copies:

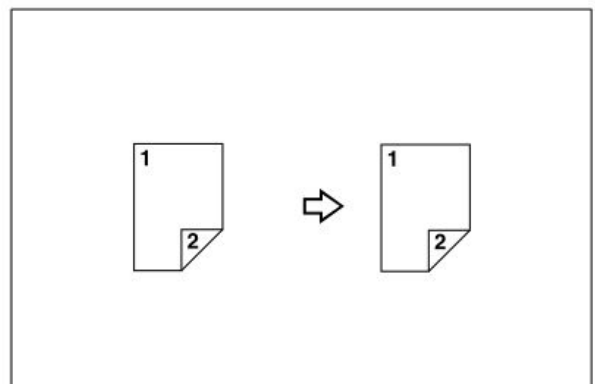
- **1 Sided→2 Sided**

Copies 2 one-sided pages onto a two-sided page.



- **2 Sided→2 Sided**

Copies 1 two-sided page onto a two-sided page.



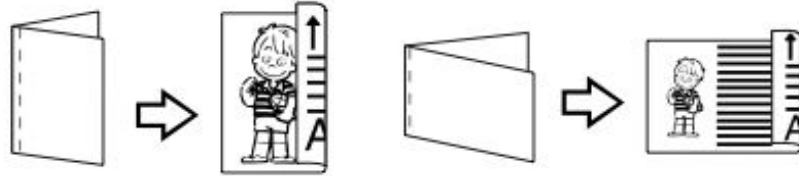


## □ Duplex Copying (Cont'd.)

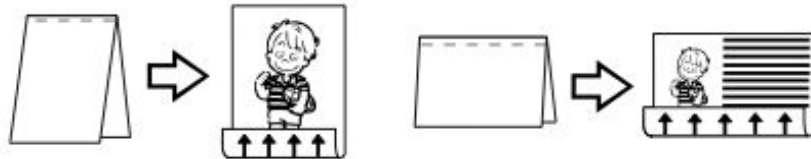
### Originals and Copy Orientation

You can select the orientation:

- Top to Top



- Top to Bottom



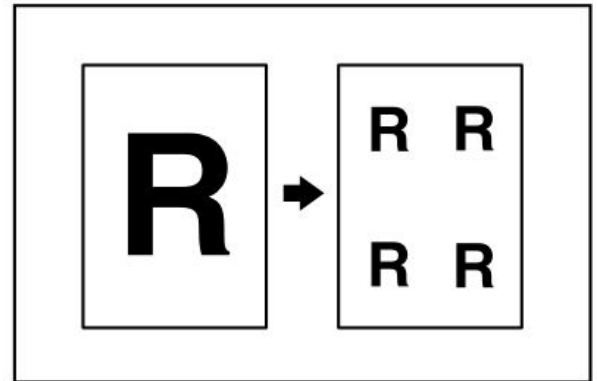
1. Press **Orientation**, select the orientation (Original/Copy), and then press **OK**.

## □ Image Repeat

The original image is copied repeatedly.

There are two types of designation methods for Image Repeat .

- **Whole Area Repeat** — Repeatedly copies the entire image.
- **Specified Area Repeat** — Repeatedly copies a specified portion of the image. Decide the base point of the area, specify the length and the width, and then specify the location of the area.



### Whole Area Repeat

**NOTE:** The number of repeated images depends on the original and copy paper sizes, and the reproduction ratio.

- Original: 8 1/2" x 5 1/2" vertical,  
Copy paper: 8 1/2" x 11" vertical, OR  
Original: 8 1/2" x 5 1/2" horizontal,  
Copy paper: 8 1/2" x 11" horizontal.

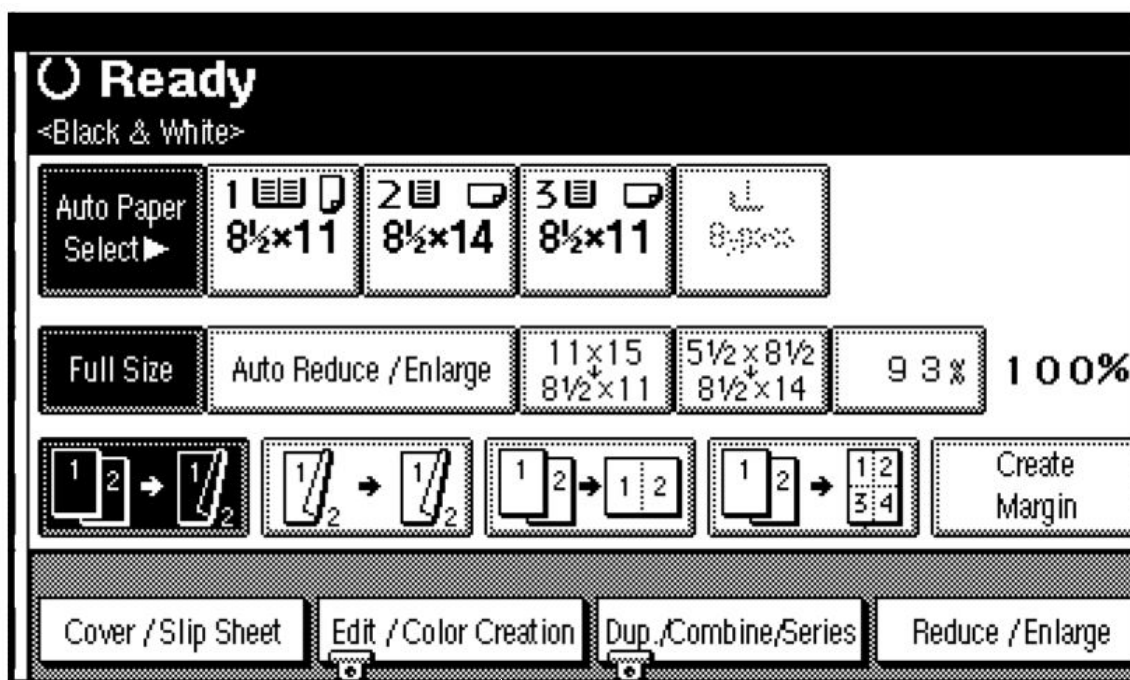
4 repeats (65%)	16 repeats (32%)
<p>Repeat1</p>	<p>Repeat2</p>

- Original: 8 1/2" x 5 1/2" vertical,  
Copy paper: 8 1/2" x 11" horizontal, OR  
Original: 8 1/2" x 5 1/2" horizontal,  
Copy paper: 8 1/2" x 11" vertical.

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
<p>Repeat3</p>	<p>Repeat4</p>	<p>Repeat5</p>

## □ Image Repeat (Cont'd.)

1. Select the size of the copy paper and the reproduction ratio.
2. Press **Edit / Color Creation**.



3. Press **Edit Image**.
4. Press **Image Repeat**.
5. Make sure that **Whole Area** is selected, then press **OK**.
6. Press **OK** twice.
7. Place the original, and then press the **Start** key.

## □ Color Adjustment

This function lets you alter up to three single colors by mixing them with adjacent colors in the color circle.

### NOTES:

- You can adjust up to 3 colors from yellow, red, magenta, blue, cyan, or green at the same time.
- This function is only available in Full Color mode.

1. Press the **Adjust/Program Color** key.

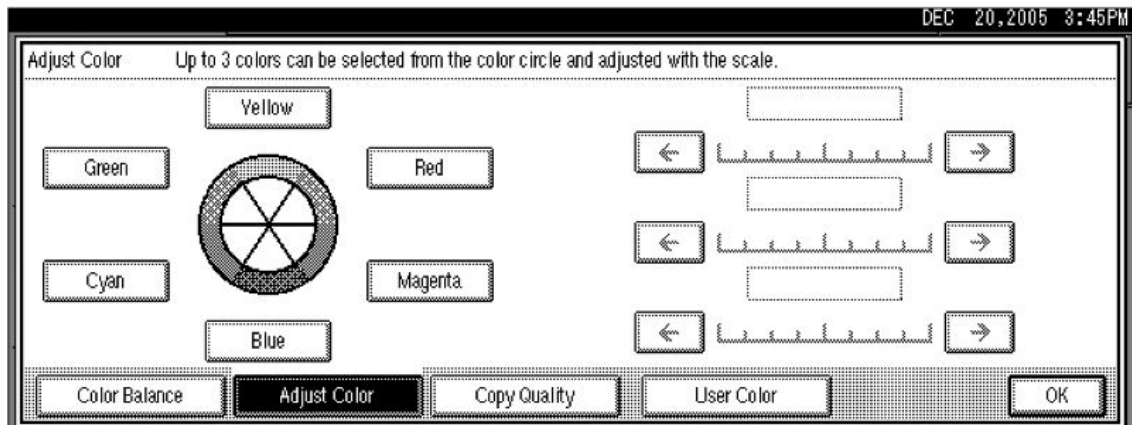


2. Press **Adjust Color**.

- The color circle is displayed.

3. Select the colors you want to adjust.

- You can select up to 3 colors.



4. Adjust the color using ← or →.

**NOTE:** Refer to the color circle on the control panel.

5. Press **OK**.

### NOTES:

- The indicator of the **Adjust/Program Color** key will light up when adjusting the color.
- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the **Clear Modes** key has been pressed or when the power has been turned off.

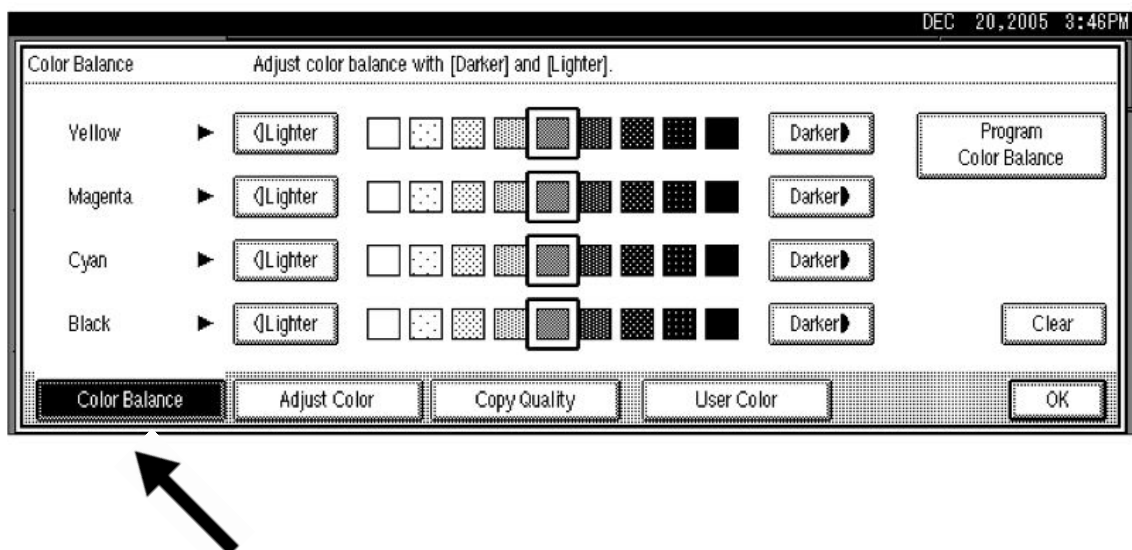
## □ Color Balance

You can adjust the overall color tone when the overall copy is reddish or bluish.

1. Press the **Adjust/Program Color** key.



2. Make sure that **Color Balance** is selected.



3. Adjust by pressing **Lighter** or **Darker**.

4. Press **OK**.

### NOTES:

- The indicator of the **Adjust/Program Color** key will light up when adjusting the color balance.
- The adjusted settings will be deleted and the initial values will be reset when either Auto Clear has been performed, when the **Clear Modes** key has been pressed or when the power has been turned off.

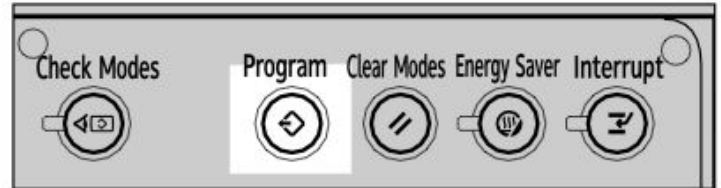
## □ Job Programs

You can store frequently used copy job settings in machine memory and recall them for future use. Programs are not deleted by turning the power off or pressing the **Clear Modes** key. They are canceled only when you delete or overwrite them with another program.

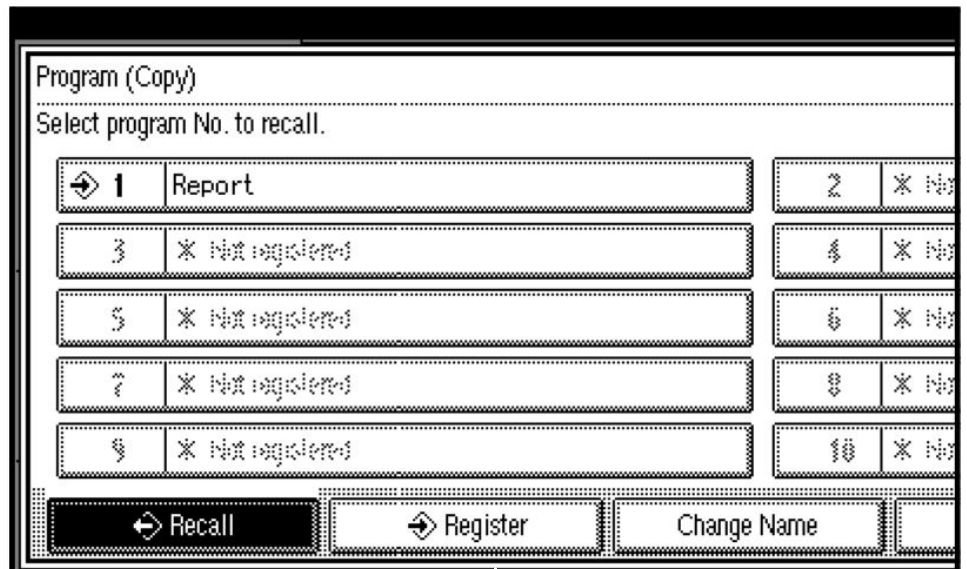
### Storing a Program

1. Edit the copy settings so all functions you want to store in this program are selected.


2. Press the **Program** key.



3. Press **Register**.



4. Press the program number you want to store.

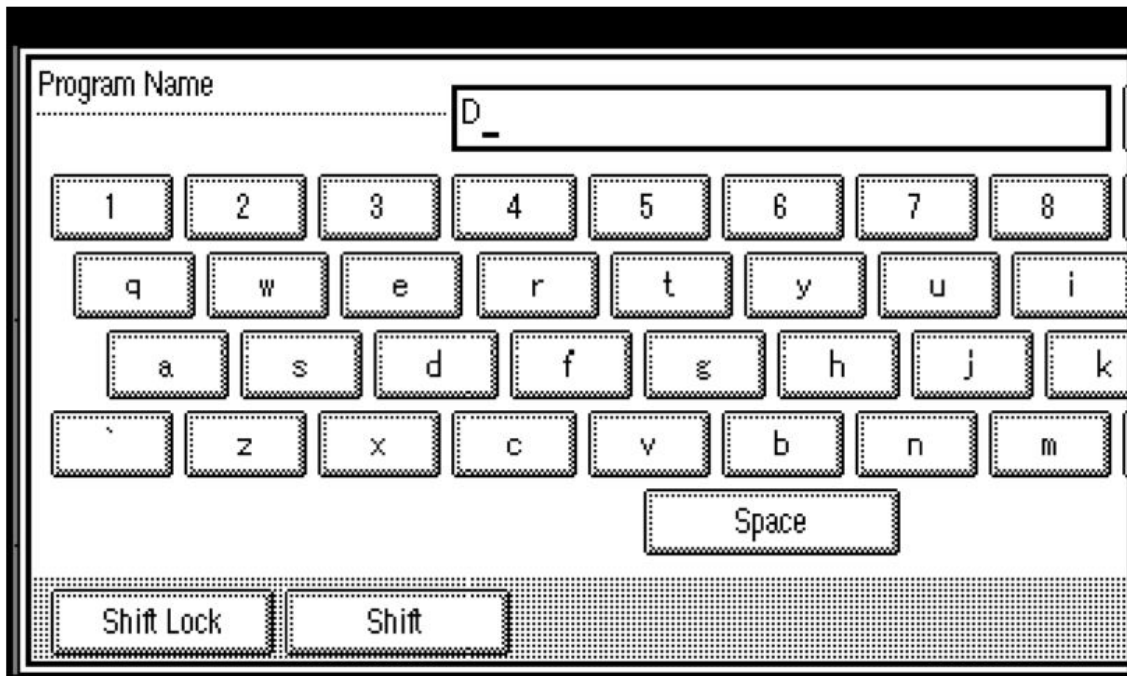
**NOTE:** Program numbers displayed with  next to them already have settings.




## □ Job Programs (Cont'd.)

5. Enter the program name using the letter keys on the display panel.

- You can enter up to 40 characters.



6. Press **OK**.

- When the settings are successfully stored, the  indicator followed by the program number and program name will be displayed. After a while, the screen reverts back to the initial copy display.

## Changing a Stored Program

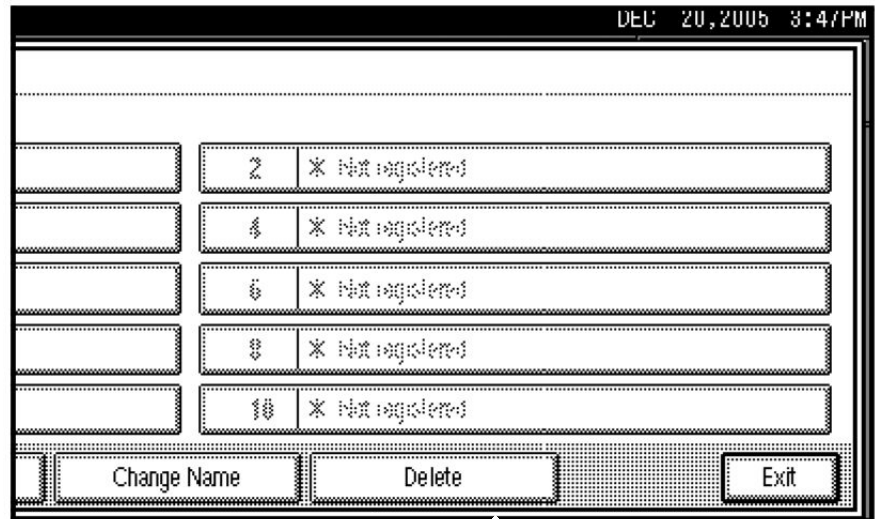
1. Check the program settings.
2. Repeat steps 1 to 4.
3. Press **Register**. Repeat steps 5 and 6 of “Storing a Program”

**NOTE:** When overwritten, the previous program is deleted.

## □ Job Programs (Cont'd.)

### Deleting a Program

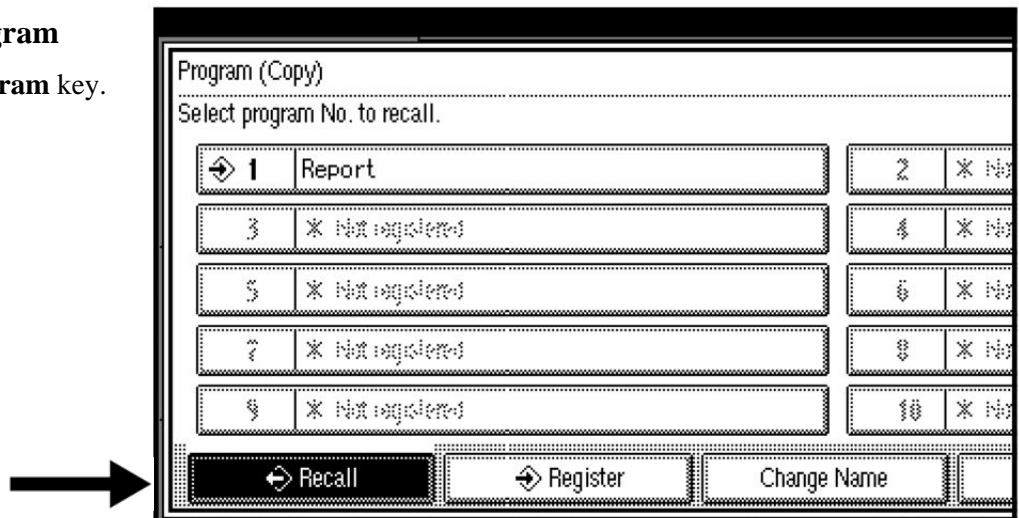
1. Press the **Program** key.
2. Press **Delete**.



3. Press the number of the program you want to delete.
4. Press **Yes**. The program is deleted, and the screen returns to the initial copy display.

### Recalling a Program

1. Press the **Program** key.
2. Press **Recall**.



3. Press the number of the program you want to recall.

**NOTE:** Program numbers displayed with ↔ next to them already have settings.

4. Press the **Program** key. Place the originals, and then press the **Start** key.



